


Union Internationale des Architectes • International Union of Architects

RECOMMENDED GUIDELINE FOR THE ACCORD POLICY ON THE SCOPE OF PRACTICE

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Joint Secretariat of the UIA Professional Practice Commission

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Accord Policy on Scope of Practice

The UIA encourages and promotes the continuing extension of the boundaries of architectural practice, limited only by the provisions of Codes of Ethics & Conduct, and strives to ensure the corresponding extension of the knowledge and skills necessary to deal with any extension of these boundaries.

Guideline for the Accord Policy on Scope of Practice

The Accord Policy on Scope of Practice is intended to define the core services that the architect should be able to provide competently. The Accord Policy also recognizes that there are many other services and disciplines that certain jurisdictions would promote and develop over a period of time. These services will continue to evolve in response to changing social, economic and climatic conditions.

Core Scope of Services

Architects generally provide the following core units of professional service essential to the creation of the built environment.

A. Project Administration

- Formation and management of project team
- Schedule planning and control
- Project budget and cost control
- Client approval processing (design approval, change order, payment certificate)
- Governmental negotiation and approval procedure
- Coordination with consultants and engineers
- Communication and documentation (minutes, progress reports)
- Administration of meetings

B. Research and Planning

- Assistance in writing brief
- Site analysis and planning
- Feasibility studies
- Identification of objectives, conditions and criteria
- Conceptual studies

C. Construction Cost and Budget Control

- Management of Construction cost estimation and budget
- Evaluation of construction cost estimate(s) proposed
- Evaluation of value engineering
- Construction cost management during construction phase
- Change order evaluation

D. Design

- Confirmation of requirements and conditions
- Building code analysis, legal and regulatory compliance
- Accessibility design
- Design and production of design documents (drawings & specifications)
- Design presentation for client's approval
- Estimations of probable construction cost(s)

E. Construction Procurement

- Recommendation of construction procurement method (bidding or negotiated proposals)
- Recommendation of construction, fabricators and material vendors
- Management (assistance) of construction procurement
- Prepare bid documents (drawings, specification, instructions, contract form, general & supplementary conditions)
- Assistance in construction contract award

F. Construction Contract Administration

- Clarify design intents and manage requests for information from contractor
- Review and approve shop drawings, product data and samples
- Control construction work quality and performance
- Observe, inspect and report site work
- Process change orders, directives and field orders
- Process claims and disputes
- Inspect building and provide punch list for remedy of defects
- Initial commissioning and testing
- Assist to provide record drawings and specifications
- Assist in compiling building owner's operating manuals and warranties
- Review and issue interim and final payment certificates

G. Facilities Maintenance and Operation

- Support for property management
- Support for maintenance of building
- Post occupancy inspection(s) and evaluation(s)

Architects' core services are not limited to the above listed services. UIA recognizes that there are various services in the different jurisdictions - such as urban planning, historical restoration, renewal of existing buildings and many other services can be considered as core services wherever architects are capable to carry out these services based on appropriate education, training and experiences.

H. Other Services

The services listed below are not necessarily excluded from the core services. Some jurisdictions accept some of these services as core services, taking into consideration that the architects are appropriately qualified to perform these services for the clients and the public.

1. Feasibility studies and assessment of options
2. Preparation of design requirements and criteria (program)

3. Building survey (inspection/measurement)
4. Negotiations (e.g. land-use/zoning conversions)
5. Delayed & protracted services
6. Material and presentations for sales & advertisement brochures
7. Life cycle planning
8. Land use studies
9. Urban design & town planning
10. Facilities management
11. Landscape design
12. Interior design
13. Graphics & signage design
14. Acoustic design
15. Lighting design
16. Special detailing (e.g. curtain walls)
17. Building energy studies
18. Cost consultancy Services
19. Sustainable design Service
20. Materials/equipment development Services
21. Environmental studies
22. Construction management Services
23. Support for art works
24. Project management Services
25. Dispute resolution (mediation, arbitration, expert witness)
26. Historical restoration
27. Renovation/refurbishing of existing building
28. Post occupancy evaluation
29. Traffic analysis
30. Health & safety audit
31. Risk management assessment
32. Post occupancy evaluation
33. Record drawings (As-built drawings)
34. Project cost control
35. Building validation service
36. Topographical survey
37. Land survey service
38. Geotechnical service
39. Site analysis & selection Service
40. Civil design
41. Detailed cost estimating
42. Tenant-related services
43. Quantity surveyor services

Project Flow

The core scope of services as listed above are allocated in various phases of the project flow described below. Detailed definitions of services differ within same scope from phase to phase. UIA recognizes that there are currently many different delivery systems and expects new project delivery systems to emerge. The project flow presented here is merely are descriptions based on the traditional project delivery system.

1. Pre-Design Phase (or Inception/Feasibility Stage)
The architect assists the client to identify requirements for the project and to develop a project

brief (or program).

The architect prepares initial feasibility studies and assessment of options to enable the client to make the decision to proceed.

2. Design Phase
Based on the requirements, constraints and objectives of the project brief, the architect examines the pertinent requirements concerning codes and regulations, building technology, time schedule and construction cost of the project and proceeds to prepare the design(s) for the project.

Typically the design phase is further divided into Schematic Design (or Outline Proposals/Scheme Design) and Design Development phases.

Upon the client's approvals of the respective design phases, the architect prepares the Construction Documents (or Detail Design), which are the technical documents suitable for the construction.

3. Construction Procurement (or Tender, Negotiation & Contract Award)
Based on the Construction Documents prepared at the end of the design phase, the architect prepares the bidding (or tender) documents for obtaining construction cost estimates from prospective contractor.

The architect assists the client in the selection of the contractor to be awarded the contract and prepares Construction Contract Documents whereby the construction contract is to be concluded between the contractor and the client.

4. Construction Phase
In order to assure the quality, accuracy and progress of the construction work conform to the contract documents, the architect provides administration of the construction contract.

The architect's responsibilities include making occasional visits to the site to observe the works by the contractor, clarifying the design intent, reviewing and approving the contractor's submittals, issues directives, and authorizes payments to the contractor.

5. Project Handover
Upon completion of the construction, the architect inspects that the quality of the work is in conformity with the contract document and confirms that all statutory approvals have been obtained.

The architect arranges a formal handover of the project from the contractor to the client.

6. Post Construction Phase
In the post-construction phase, the architect provides professional services to conduct post occupancy evaluation to ensure that the contractor's obligations to remedy defects are fulfilled.

End of Guideline



Appendix 1

The stages through which a project typically progresses are defined as:

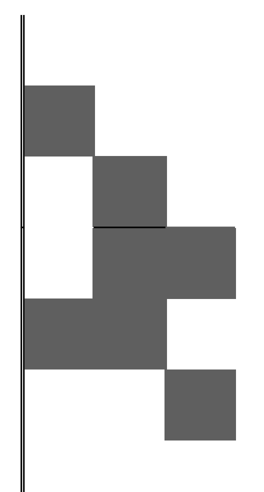
1. Pre-Design Phase Pre-Design (PD); Site Analysis (SA);
2. Design Phase
3. Schematic Design (SD); Design Development (DD); Construction Documents (CD);
4. Construction Procurement
5. Construction Procurement (CP);
6. Construction Phase
7. Contract Administration /Construction (CA/C);
8. Project Handover
9. Project Handover (PH);
10. Post Construction Phase

Contract Administration / Post-construction (CA/P).

Core Services Project Stages

	PD	SA	SD	DD	CD	CP	CA/ C	PH	C A/ P
A. Project Administration									
- Formation & management of project team									
- Schedule planning and control									
- Project budget and cost control									
- Client approval processing									
- Governmental negotiation & approval procedure									
- Coordination with consultants & engineers									
- Communication & documentation									
- Administration of meetings									

B. Research and Planning



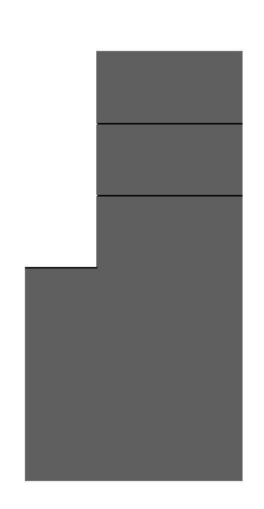
- Assistance in writing brief
- Site analysis & planning
- Feasibility studies
- Identification of objectives, conditions & criteria
- Conceptual studies

C. Construction Cost and Budget Control



- Mgmt of Construction cost estimation & budget
- Evaluation of constr'n cost estimate(s) proposed
- Evaluation of value engineering
- Constr'n cost mgmt during construction phase
- Change order evaluation

D. Design

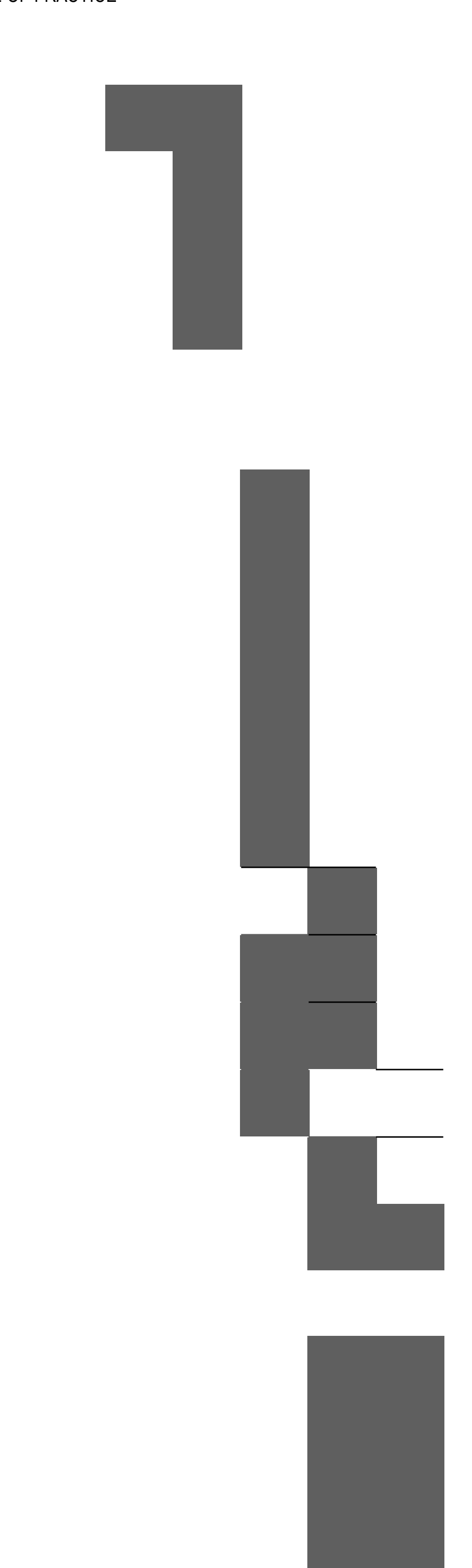


- Confirmation of requirements & conditions
- Bdg code analysis, legal & regulatory compliance
- Accessibility design
- Design & production of design documents
- Design presentation for client's approval
- Estimations of probable construction cost(s)



E. Construction Procurement

- Recommend constr'n procurement method



- Recommend construction, fabricators & vendors
- Management of construction procurement
- Prepare bid documents (drwgs, specs, contract)
- Assistance in construction contract award

F. Construction Phase

- Clarify design intents & RFI's from contractor
- Review & approve shop drwgs, product data, etc.
- Control constr'n work quality & performance
- Observe, inspect & report site work
- Process change orders, directives & field orders
- Process claims & disputes
- Inspect bldg & provide punch list for remedy
- Initial commissioning & testing
- Assist to provide record drwgs & specs
- Assist compiling owner's manuals & warranties
- Issue interim & final payment certificates

G. Facilites Maintenance and Operation

- Support for property management
- Support for maintenance of building
- Post occupancy inspection(s) & evaluation(s)

H. Other Services